



DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST ARMY
4705 N. WHEELER DRIVE
FOREST PARK, GEORGIA 30297-5000

AFKA-OPP

08 JUN 2007

MEMORANDUM FOR

Commanders, Divisions East and West
Commanders, Brigades
Chiefs, General and Special Staff

SUBJECT: Memorandum of Instruction (MOI) for Operation Warrior Trainer (OWT)

1. REFERENCE: Memorandum, First Army, AFKA-OPP, 1 Nov 05, subject: OWT.
2. PURPOSE: To establish instructions and standards for recruiting, training and retaining redeploying Reserve Component (RC) Soldiers for participation in OWT.
3. SCOPE: This MOI is directive in nature and is applicable to all commands listed in the distribution. It supersedes all previous OWT guidance and directives.
4. GENERAL:
 - a. Commanders will comply with the instructions and enforce the standards of the OWT program.
 - b. The First Army Commander's Intent is to implement and execute this program immediately at all demobilization stations to recruit and retain "volunteer" redeployed Reserve Component (RC) noncommissioned officers (NCOs), Warrant Officers (WO), lieutenants (LTs), captains (CPTs), and majors (MAJs) on active duty for assignment as Observer Controller/Trainers (OC/Ts) and E-4s as Opposing Forces (OPFOR) and Civilians On The Battlefield (COB) with First Army Divisions and Brigades (Training Support) (See ANNEX E).
5. RESPONSIBILITIES:
 - a. First Army. Establish, implement, and maintain overarching management of the OWT program. The strategic goal of the program is to recruit and retain RC "Combat Experienced Warriors" redeploying from worldwide contingency operations to perform duties as OC/T, OPFOR and COB.

The First Army staff responsibilities follow:

- (1) Deputy Chief of Staff, G-1 will exercise primary staff responsibility for providing policy standards to the Army National Guard (ARNG) and the United States Army Reserve Command (USARC). Additionally, G-1 will coordinate manning requirements with the G-5

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mobilization branch as reported by First Army Divisions IAW ANNEX G. The tracking of requirements and reporting will be managed by G-5, Mobilization Branch.

(2) Deputy Chief of Staff, G-2 will exercise primary staff responsibility for any security clearance requirements IAW ANNEX H.

(3) Deputy Chief of Staff, G-3 will exercise primary staff responsibility for First Army operations.

(4) Deputy Chief of Staff, G-4 will exercise primary staff responsibility for planning, programming and monitoring logistics support for the OWT IAW ANNEX I.

(5) Deputy Chief of Staff, G-5 Force Management will monitor, analyze and recommend force structure changes to unit TDAs to optimize economy of forces to achieve the mission. Keeps the chain-of-command informed of changes as appropriate.

(6) Deputy Chief of Staff, G-5, Mobilization Branch will:

(a) Receive, process and track OWT Contingency Operations Temporary Tour of Active Duty (COTTAD) packet requests from First Army Divisions.

(b) Provide OWT designated duty stations IAW ANNEX C.

(c) Provide up to a nine-month forecast for all redeploying units from worldwide contingency operations.

(d) Develop justification from brigades requesting augmentation of training mission load.

(e) Develop an automated database to record Soldier's volunteer data for future training missions and forward to DA for processing OWT COTTAD orders. This database will be utilized by First Army Headquarters for status of packet information. If the database contains sensitive information, the system will be classified FOUO. The POC is Mr. Rick Simmons, 404-469-7934.

(f) Provide OWT assistance visits to ensure compliance with First Army Commander's intent.

(7) Deputy Chief of Staff, G-6 will provide all local information management in support of OWT IAW ANNEX H.

(8) Deputy Chief of Staff, G-7 will establish minimum standards for training validation requirements and all Observer Controller/Trainer (OC/T) Academies IAW First Army OC/T Certification Program.

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(a) Conduct regular staff visits to monitor training.

(b) Recommend changes to training programs as needed.

(9) The First Army designated staff proponents are G-5 Mobilization Branch and G-7 Training. Collectively, they will:

(a) Provide program oversight and management (G-5 Mobilization & G-7).

(b) Ensure program standardization by establishing training and evaluation standards including minimum standards for certifying instructors IAW The First Army OC/T Certification program (G-7).

(c) Report the program status to the First Army CG to communicate progress on the achievement of the vision, mission and goals. (G-5 Mobilization & G-7).

(d) Appoint a lead project officer to assemble a three to four person team to manage, ensure proper resourcing and sustain the OWT and OC/T program. (G-5 Mobilization).

(e) Conduct regular staff visits to training sites to monitor, evaluate and report overall performance according to standards, and if appropriate, recommend changes to improve the program's quality. (G-5 MOB).

(f) For planning and coordination, interface with the United States Army Reserve (USAR) and the SRAAGs assigned to the State Joint Force Headquarters. (G-5 Mobilization & G-7).

(g) Establish a system for monitoring the training status of deploying units from First Army Divisions East and West. (G-7).

(10) Deputy Chief of Staff, G-8 will exercise primary staff responsibility for program funding and will:

(a) Ensure appropriate levels of funding are defined and programmed.

(b) Monitor execution of program funds.

(c) Assist in orders and funding reconciliation.

(d) Provide audit/consulting support upon request.

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- (e) Provide liaison with external auditing agencies.
- (f) Provide management control process/management control administrator training and support.
- (11) First Army IG will provide support to the OWT program as directed.
- (12) First Army Public Affairs will promote the OWT program to positively project the value added and enhance recruiting and retention efforts IAW ANNEX D.
 - (a) Assist and advise the Divisions/Brigade Commanders with their Public Affairs program.
 - (b) Include the OWT program in the First Army Public Affairs Program and activities.
 - (c) Institute an OWT public relations/marketing plan.
- (13) First Army Safety Office will provide safety oversight to the OWT program.
- (14) First Army Staff Judge Advocate will provide all legal support and services for OWT with the exception of Legal Assistance provided by the Garrison Judge Advocate Office.
- (15) First Army Surgeon's Office will serve as OWT point of contact for all medical matters related to Medical/Dental readiness, Medical Plans & Operations.
- (16) HQ, First Army Mobilization Inspection Teams (MIT) will make visits to Mobilization Stations (MOBSTAs) to inspect or assist with the OWT program and ensure compliance with policy and the CG's intent.
 - b. Commanders, Divisions (East and West), through their Brigades, will oversee the recruitment of OC/Ts from returning RC Soldiers IAW ANNEX B/E.
 - (1) First Army Divisions will review and submit OWT COTTAD packets assembled by the brigades to First Army IAW ANNEX B/E.
 - (2) On a case-by-case basis OWT candidates may be integrated at First Army Divisions East and First Army Division West headquarters up to one year for special missions or special projects, pertaining to the OWT program. Exceptions to policy must be requested from HQ, First Army and approved by the CG.
 - (3) Ensure OWT candidates are trained and certified IAW First Army Observer Controller/Trainer (OC/T) Certification Program.

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(4) Forward by-name rollup of all packets submitted for the previous week of all OWT COTTAD packets to First Army G-5 Mobilization Branch. Reports will be sent to OWT@first.army.mil or the attention of SGM Jackie McKennie at jackie.mckennie@first.army.mil; DSN 797-4743, 404-469-4743.

(5) Direct liaison is authorized between the Division HQs and the supporting demobilization installation as well as the demobilizing units.

(6) Monitor and report status of OC/T training and certification while in the OC/T Academy to First Army G-7.

(7) Submit OWT Assessment reports on a weekly basis. This report must be submitted via email NLT 1700 (Eastern Time) on Wednesday of each week to Headquarters, First Army, G-5 MOB Branch. The email address is michael.sheffield@first.army.mil.

c. Commanders, Brigades:

(1) Recruit, interview and select OWT candidates IAW ANNEX E.

(2) Brigades not assigned to a MOBSTA that recruit OWT candidates, must recruit the candidates for duty at an active MOBSTA.

(3) First Army Brigades are not authorized to TCS OWT candidates to the State JFHQ, TPU units or National Guard Armories.

(4) The Brigades will assemble and forward OWT COTTAD packets to appropriate division IAW ANNEX E.

(5) Coordinate billets, meals and transportation for OC/Ts at the mobilization site. The OWT Soldiers will not be billeted in open-bay barracks (such as is used for training units). They will be housed in quarters that meet the current Army standard.

(6) The OWT Soldier will be attached to Brigades with duty at the MOBSTA where they will perform their OC/T, OPFOR, and COB mission. They will be paid Per Diem based on duty location. The OWT Soldiers will be on TCS orders when at a temporary duty location longer than 30 days.

(7) Brigades will make every effort to send eligible OWT Soldiers to OES/NCOES schools. First Army will authorize funding.

(8) Brigade Commanders will ensure collaboration between the brigade and an OWT Soldier's parent unit to facilitate promotion.

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(9) There will be no distinction in the way OWT Soldiers are treated and the way organically assigned Soldiers are treated at the training MOB sites. Brigade supervisors will consider OWT participants as part of their own unit and treat all the Soldiers the same, except in the relation to MOBSTA duty.

(10) Ensure OWT candidates are trained and certified IAW First Army OC/T Certification Program.

(11) Ensure that OWT Soldiers in process at the local DFAS office and are added to the Commander's Financial Report to provide visibility on Soldier Pay Issues and entitlements.

(12) Ensure monthly Payday Battle drills are conducted to ensure OWT Soldiers receive a hard copy of their leave and earning statement (LES) and all pay and entitlements.

(13) Conduct monthly sensing sessions with all OWT Soldiers. Brigade Commander conducts OWT Sensing Sessions quarterly and Battalion Commander conducts them monthly.

(14) Direct liaison is authorized with the demobilization installation as well as the demobilization units.

(15) Report and track vacancies and filled positions through the chain-of-command using the automated system developed by First Army.

(16) Ensure that proper professional counseling (e.g., NCOER/OER and monthly counseling for E-4) is conducted on all OWT Soldiers.

(17) Submit OWT assessment reports on a weekly basis. This report must be submitted via email NLT 1700 (Eastern Time) on Wednesday of each week through respective divisions to Headquarters, First Army, G-5 MOB Branch. The email address is michael.sheffield@first.army.mil.

(18) Ensure an OWT liaison team is installed at the Brigade HQ level to address component specific issues (OWT Officer and NCO; ARNG/USAR).

e. Mobilization Stations (MOBSTAs):

(1) Primary MOBSTAs that will employ OWT Soldiers are as follows: CP Shelby, FT Dix, FT Hood, FT Bliss, CP Atterbury, FT McCoy, FT Sill, FT Riley, FT Lewis, and FT Bragg.

(2) The MOBSTAs and DEMOBstations will actively promote participation in OWT during Soldier Readiness Processing (SRP) and Reverse Soldier Readiness Processing (RSRP), respectively.

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(3) The MOBSTAs and Brigades will dedicate time for an OWT recruitment briefing during SRP and reverse SRP. The OWT program will be advertised to Soldiers prior to deployment, during deployment, and post deployment. When mobilized units execute their Theater Leader Recons, the Brigade Commander or designated theater representative accompanying that unit uses the opportunity in theater to brief OWT options to the redeploying unit's Soldiers. This gives the Soldier a greater opportunity to discuss options with his/her family to increase participation. These recons are usually conducted 60-90 days from redeployment and allow the Brigade to plant the OWT seed early in the recruiting process. For those units not conducting Theater Leader Recons, the Virtual Recon VTC can be utilized to get the message to our Soldiers deployed in theater.

(4) Soldiers will be retained on active duty, unless their current mobilization order or OCONUS COTTAD expires prior to HQDA approval of their OWT COTTAD packet. Soldiers must REFRAD IAW the date their mobilization order or OCONUS COTTAD ends. Soldiers who REFRAD because their orders expire will report for duty as specified in their approved OWT COTTAD order.

(5) Soldiers who elect not to take leave will be transferred to the brigade demobilization station to become oriented to the unit's OC/T training program. The MOBSTAs may TCS a Soldier to a location where he/she will serve in the OWT program using their MOB order prior to receipt of a recommended COTTAD order, provided the Soldier has submitted a packet to participate in the OWT program.

(6) Provide Temporary Change of Station (TCS) orders to new duty location and return to the Mobilization Station when directed by First Army Deputy Chief of Staff, G-3/5/7, or G-5 Mobilization. All OC/T candidates will be attached, not assigned, to the brigade. Soldiers will maintain a paragraph and line number with parent unit (State or RRC) while assigned in OWT COTTAD status.

(7) If Soldiers are sent to a mobilization station which is other than their original site of employment, they will go on TDY orders if 30 days or less and TCS orders if 31 days or more.

b. Coordinating Instructions:

(1) Soldiers participating in the OWT program must have a current knowledge base of theater operations (within 180 days of redeployment and 6 months or more BOG) to accurately assist deploying Soldiers.

(a) Soldiers assigned to Iraq, Afghanistan, GTMO, MFO with combat experience outside the FOB will be given special consideration. Soldiers that served in Kuwait and participated in KFOR that possess experience which can be directly transferred to skills needed to train units deploying to Iraq and Afghanistan will also be considered on a case by case basis for the program.

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(b) Soldiers returning from theater who are entered into a Medical Hold status for longer than 180 days are not eligible for OWT.

(2) Soldiers will be retained on active duty, unless their current mobilization order or OCONUS COTTAD expires prior to HQDA approval of their OWT COTTAD packet. Soldiers must REFRAD IAW the date their mobilization order or OCONUS COTTAD ends. Soldiers who REFRAD because their orders expire will report for duty as specified in their approved OWT COTTAD / CO-ADOS order.

(3) Soldiers who do not apply for OWT prior to REFRAD will be permitted to apply within the first 180 days of REFRAD and should contact a First Army OWT recruiter at one of the Brigade HQs or MOBSTAs and interview to submit a request via the respective division headquarters and owt@first.army.mil. All Soldiers who REFRAD prior to applying for OWT must allow enough time to complete packet process within the 180 day period. This process must be substantiated by the G-3/5/7 and there must be a need to remobilize a Soldier for a specific requirement (e.g., critically short MOSs, Medic or MP requirements).

(4) Soldiers will be encouraged to take leave during the OWT COTTAD approval process IAW ANNEX G.

(5) Soldiers who elect not to take leave will be transferred to the local brigade at the demobilization station to be familiarized with OWT duties and responsibilities IAW ANNEX G.

(6) Ensure OWT candidates are integrated into the selected brigades as OC/Ts, OPFOR or COBs. The OWT Soldiers will only be utilized in the capacity stated above. Exceptions to utilize OWT Soldiers in a capacity other than OC/T, OPFOR or COB must be approved by First Army Commanding General.

6. Early REFRADs (Release From Active Duty) of OWT Soldiers must be endorsed by the First Army Commanding General. End of Tour REFRADs can be processed at the MOBSTA.

7. Based upon RC Mobilization OPTEMPO, personnel requirements may exist at First Army to primarily augment active MOB stations, although assigned at First Army HQs. Requirements will be filled on a case-by-case basis with approval by the Commanding General. Directorates must provide a strong justification for OWT personnel requirements.

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8. For further assistance concerning this MOI contact Mr. Greg Howard, (404) 469-5667 or via email gregory.howard@first.army.mil or Mr. Herb Flora, (404) 469-7605, or via email herbert.flora@first.army.mil.

Encl



RUSSEL L. HONORÉ
Lieutenant General, USA
Commanding

CF:
Chief, National Guard Bureau
Commander, U.S. Army Forces Command (AFOP)
Commander, U.S. Army Reserve Command

ANNEXES

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ANNEX A

PURPOSE AND CONCEPT OF THE OPERATION

Purpose:

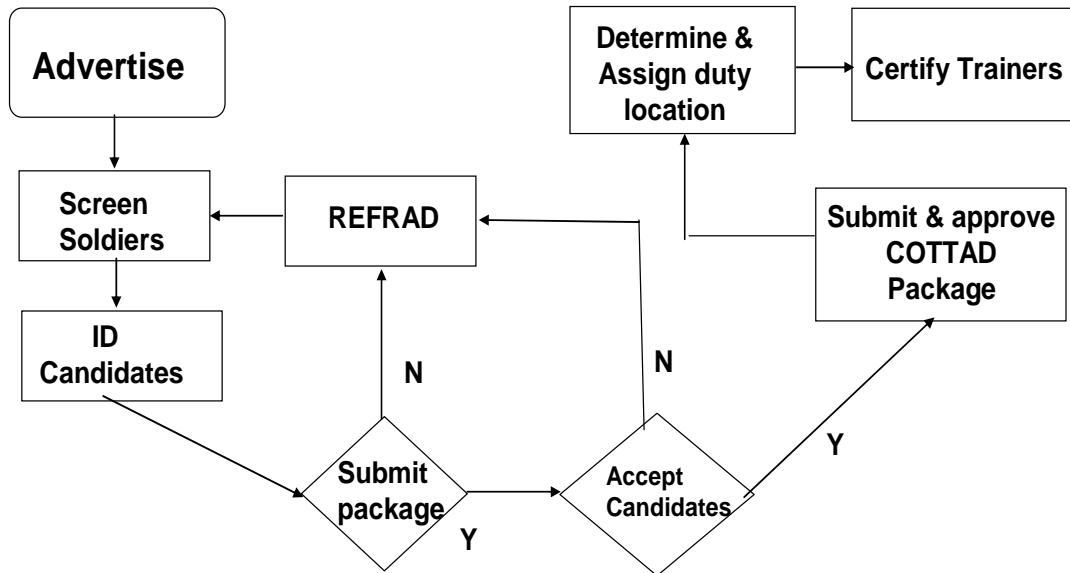
To provide policy and standards to the Army National Guard (ARNG) and the United States Army Reserve Command (USARC) for processing and accepting volunteers to serve in the Brigades (Training Support) for Operation Warrior Trainer (OWT) Observer, Controller/ Trainer (OC/T), Opposing Forces (OPFOR) and Civilian on the Battlefield (COB) CONUS-based operations.

Concept of Operation:

This is a requirements-based training operation. First Army will leverage the experience of returning junior RC combat veterans of demobilizing ARNG and USAR units. These Soldiers will be recruited, trained, and employed for the specific purpose of serving as OC/Ts, OPFOR or COB in order to train and prepare other mobilized RC forces for deployment. First Army will achieve this with First Army Divisions and Brigades by recruiting/interviewing, training, and employing selected Soldiers from these units as OC/Ts, OPFOR and COBs. When required, a request for a remobilization (will only apply to those that are allowed in the OWT program after REFRAD and within the first 180 days of redeployment/remission) (without a break in service/REFRAD), or Contingency Operation – Temporary Tour of Active Duty (COTTAD) will be submitted by First Army Divisions for each candidate. In general, Soldiers will not be used in division, brigade or battalion headquarters to fill vacancies. Intent is to utilize Soldier's recent combat experience in preparing other RC units for their deployment OCONUS.

ANNEX B

OC/T PROCESS FLOW CHART



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Unclassified

Operation Warrior Trainer Process Steps to Follow



- Soldier may choose not to out process or REFRAD
- Select start date about 30 days out for OWT COTTAD to allow for packet processing.
- Brigade interview/acceptance into program
- Soldier volunteers for 6 months to 1 year initially; now extendable with RRC or JFHQ-ST approval NTE total of 2 years.
- Preparation of Packet within 3-5 days of MS arrival and submission to First Army OWT@first.army.mil
- MOB Station publishes REFRAD memo with effective date of day PRIOR to requested start date; submit in packet
- While packet is processed, Soldier on leave and or begins training as OC/T at requested COTTAD MOB Station
- Once orders received, Soldier treated same as organic Brigade OC/T

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SEE FIRST – UNDERSTAND FIRST – ACT FIRST

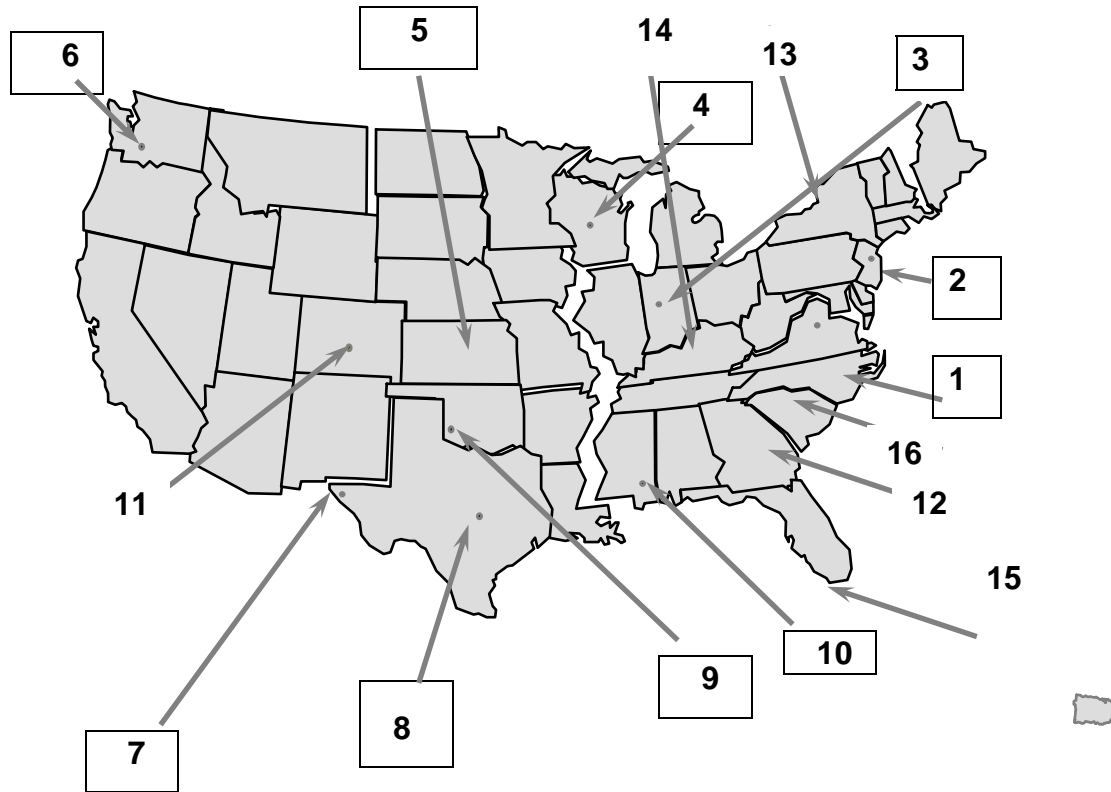
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- Soldier decides that he/she wants to participate in the OWT program.
- Soldier waits until approximately 45 days prior to redeployment from theater, contact OWT recruiter at desired location to setup interview to determine if the brigade needs Soldier's combat skills.
- Soldier starts the process of obtaining TAG/RRC release letter.
- During the Reverse SRP briefing OWT recruiters will brief the OWT program in detail and Soldier informs recruiters he/she wants to participate in the OWT program.
- OWT recruiter takes OWT candidates out of normal RSRP rotation to prevent Soldiers from out-processing Finance unless Soldier chooses to.
- OWT candidate informs recruiter of leave desires.
- OWT recruiter briefs the OWT candidates in more detail of the OWT program.
- OWT recruiter retrieves all authorized information and documents from the Soldier and the Soldier's Commander to determine if the Soldier is eligible to participate in the OWT program.
- OWT candidate and recruiter determine a start date NLT four weeks from demob station arrival date. OWT Recruiter completes a justification request memo and REFRAD memo (End-of MOB Order or OCONUS COTTAD orders memo) with a desired start date, usually the day after the end of Mob Order date to prevent a break in service.
- OWT recruiter applies for TAG/RRC (or first 2-star Cdr in Chain of CMD) Letter of Release.
- OWT Recruiter completes OWT COTTAD packet within 3 to 5 days of Soldier's arrival date.

- If OWT candidate desires to REFRAD but still participate in OWT program, OWT recruiter must inform him/her to contact the OWT recruiter in order to complete packet, process packet and receive approved COTTAD orders within the required 180 days.
- If OWT Candidate desires to continue without a break in service, complete the Soldier's packet, including justification memo and the end-of-Mob order memo.
- The OWT Soldier is allowed to TCS to COTTAD duty location, if different from demob location while still on MOB Orders, after his OWT packet has been completed and is expected to be approved, for participation in OWT program.
- Once OWT Soldier has reported to duty station (Active MOB Station), Soldier will be used as an OC/T, OPFOR or COB IAW rank and reason for employment.
- If Soldier is to be used in other than a training capacity, the Brigade Commander must submit an exception to policy through the appropriate division to First Army HQ for the CG's approval. Submit while the packet is being processed.
- If a Soldier who is beyond the rank requirements desires to participate in the OWT program and the brigade commander wants the Soldier, he must submit a strong justification for an exception to policy through the appropriate division and First Army to DA for approval. Submit with OWT packet.
- Brigade Commanders will ensure that all OWT Soldiers attend the Observer Controller/ Trainer (OC/T) certification training prior to becoming an OC/T, OPFOR and COB on the lanes.
- While serving as an OWT, Soldiers who are key personnel in their unit will be allowed, if desired, mission permitting and approved by the Brigade Commander, to travel back to home unit to attend IDT in a Permissive TDY status. OWT Soldiers will not be paid by NGB for attendance at IDT with Title 32 funds; rather will continue to receive Title 10 pay for service as an OWT. For critical leaders who are allowed to attend AT, the Brigade Commander must send them TDY as OC/Ts if there is a justified need for individuals to support units for Training Readiness Oversight (TR&O).
- The OWT Soldiers and their leaders are encouraged to maintain contact with the OWT Soldier's unit to keep the unit aware of Soldier's status.
- Brigades are encouraged to develop a OWT LNO cell (Officer and NCO) to serve as OWT Representatives to the Commander to help with ARNG and USAR specific issues and OWT related issues needing Brigade Commander attention.
- The OWT Soldiers will be embedded in the battalions and treated the same as their organically assigned Soldiers. They will be sent to OES and NCOES schools and considered for awards. The OWT Soldiers will be featured and articles will be written in local newspapers.
- Divisions will conduct OWT of the quarter/year boards and will oversee brigade flat warriors.
- Brigade commanders are authorized to REFRAD OWT Soldiers for disciplinary actions.
- Brigade Commanders can authorize Soldiers to apply for extensions as OWTs up to 365 days, but not to exceed a total of two years as an OWT.

ANNEX C

OWT DESIGNATED MOBSTA and Brigade HQ LOCATIONS (Map)



Sites & Telephone Contacts:

Primary MOBSTAs used for training deploying units

1. Fort Bragg, (910) 396- 6668/3035
2. Fort Dix (609) 562-2424/4748, (609) 562-2792
3. Camp Atterbury (317) 247-3300, EXT:2486; (812) 526-1600/
4. Fort McCoy (608) 315-0299; (608) 388-4271
5. Fort Riley (785) 239-8669/6387; (785) 239-3674
6. Fort Lewis. (253) 966-2201 ; (253) 966-2275
7. Fort Bliss, (530) 990-5164 ; (915) 569-7275
8. Fort Hood (254) 618-7481; (210) 295-0396
9. Fort Sill (580) 442-0690; (580) 442-0671/2203
10. Camp Shelby (601) 554-3041 ; (601) 2991447 (601)558-2032/2530

Brigade HQs, sometimes used as demob stations, unauthorized MOBSTAs for OC/Ts, OPFOR and COBs.

11. Fort Carson, (719)330-5971/5866 ; (719) 330-526-9342/4515
12. Fort Stewart (912) 767-0838 ; (912) 767-7892
13. Fort Drum (315) 772-2875/0329; (315) 772-9494/4447
14. Fort Knox (502) 626-2110/2124/2115; (502) 624-5151/2911

BDE HQs

15. Patrick AFB FL (321) 494-5337
16. Fort Jackson, SC (803) 751-1232

ANNEX D

PUBLIC AFFAIRS PROGRAM ADVERTISEMENT

Great Opportunity for the “Best of the Best”

Become a U.S. Army coach, mentor and trainer. If you are an E5 – E8, WO1-CW3, or O1-O4 and are redeploying from the Iraq/Afghanistan AOR, GTMO, KFOR and Kuwait (by exception), or MFO, you may want to extend your tour of duty and receive the benefit of being a head above the others by passing on your knowledge to fellow Soldiers preparing to launch into the face of danger.

The U.S. Army is looking to retain combat veterans on active duty, who can meet the strict application requirements, to put the current combat Tactics, Techniques, and Procedures that you have learned in combat to a good use.

There are many open positions that need your expertise throughout the First Army Area of Responsibility (AOR). These positions will be filled based on requirements as needed and could be at any of several mobilization/demobilization station, First Army Divisions East and West) and Brigades (Training Support). In general, Soldiers will not be employed in division, brigade, or battalion headquarters. The intent is to use Soldier's recent combat experience in preparing other RC units for deployment OCONUS.



Ohio Army National Guard Soldiers from the 107th Cavalry Regiment practice cordon and search tactics at Camp Buehring, Kuwait.

Just think, with your real world knowledge, you can help instill the “Warrior Ethos” into fellow Soldiers. This will help to inspire them to understand what it’s like to face real world situations first hand from a fellow warrior fresh from the “Sand Box.” Your knowledge will make a difference by possibly saving a fellow Soldier’s life and likewise, his knowledge passed on could save someone else’s.

“Army Strong”



One Soldier can enhance another Soldier’s survival. The Army’s Training Support Brigades are the Army’s trainers for Squad, Platoon through Brigade level operations. The Brigades are organized into Combat Service/Combat Service Support (CS/CSS) units that ensure the U.S. Army Reserve and National Guard units are fully mission capable. This is done by using the latest tactics, techniques, procedures and doctrine. These Brigades provide training assistance, support, and evaluation to Reserve Component (RC) units in accordance with established priorities.



By applying for one of these unaccompanied COTTAD tours today, you may have the opportunity to help a fellow Soldier be better prepared to meet the challenges ahead.

Point of Contact:
Mr. Greg Howard, HQ, First Army
(404) 469-5667
gregory.howard@first.army.mil

ANNEX E

QUALIFICATIONS, APPLICATIONS, INTERVIEWS AND SELECTION

Qualifications

- Soldiers E-5 through E-8, WO1 through CW3, O-1 through O-4; E5 (Non BNCOC grad) and E-4 (to serve as OPFOR and/or COB only)
- Soldiers who have served in combat arms (CA), combat support (CS) or combat service support (CSS) positions outside the Forward Operating Base (FOB) in combat zones in support of (ISO) OIF, OEF, MFO, GTMO and Kuwait on a case by case basis as long as their combat experience can be transferred to positions that train units deploying ISO of OIF and OEF. Soldiers who serve in positions ISO KFOR are eligible as long as their combat experience can be transferred to positions that train units deploying ISO of OIF and OEF. Soldiers in career fields serving as MPs, in lieu of MPs, Checkpoint guards, Medical career field personnel (68W) can be given special consideration.
- MOS qualified
- Combat experience is a requirement
- Minimum of 6 months time in theater
- Medically and physically fit for duty; must meet deployability criteria
- Soldiers may volunteer for COTTAD based on past and current mobilization periods. They must have enough time to complete the duration of the COTTAD period on their current enlistment.
- Provide name, rank, unit mobilized within Iraq, Afghanistan, Kuwait, GTMO, KFOR or MFO and any other prior mobilization information USC PM 12302 and 12301 (d) COTTAD.
- Does not have any pending legal issues that would require absence from duty.
- Does not have any dependent issues of a recurring nature that are not being addressed (i.e., family care, EFMP, etc.).
- Completed all redeployment tasks prior to arrival at OC/T duty.
- Must be willing to accept and continue an unaccompanied tour.

NCOs: Should be BNCOC graduates at a minimum to serve as OC/Ts. Exceptions will be considered for lower grades to E-5 and E-4 (with medical MOS) to serve in OC/T positions. E-5 (Non-BNCOC grads) and E-4s can serve as OPFOR and COB personnel without exception.

(NOTE: “Applicants must meet necessary security requirements for consideration to Military Intelligence specific positions requiring access to classified information and/or systems.”)

Applications

Volunteer OC/T application packets will be processed through HQ, First Army (G-5) for COTTAD for tour lengths of 179 to 365 days on active Army Title 10 status with all pertinent entitlements. On a case-by-case basis, a Soldier will be considered for an extension after 1 year of COTTAD. Extension packet requirements, formats, and templates will be the same as the “already” established/approved HQ, First Army and Department of the Army (DA) G-1/G-3 guidance. These requirements, formats, and templates are located within the HQ,

First Army Point Paper which can be found on the HQ, First Army webpage and Extranet at <http://www.first.army.mil/> . The same documents and guidance are also located at the DA G-1 webpage at <http://www.armyg1.army.mil/default.asp> and the HQDA G-3 web page at <https://www.hqda-aoc.army.pentagon.mil/hqda-c2005/site/3338/default.aspx>. The only change to the packet requirements will be the subject line which should read “OWT (OWT) Request (COTTAD).” Training missions are CONUS only and for positions as Observer/Controller/Trainer (OCT), OPFOR and COB. Soldier’s expired term of service (ETS) or mandatory removal date (MRD) MUST BE after the COTTAD expiration dates.

(Note 1: All Soldiers must complete Reverse Soldier Readiness Processing (RSRP).)

Application packets will include:

- Completed DA Form 4187 (acts as the Volunteer Statement for mobilized soldiers – Nonmobilized Soldiers submit signed Volunteer Letter [attached])
- Request Memorandum signed by the first O-6 in chain of command (See attached sample)
- Completed DA Form 1058-R (**required only if Soldier has already completed REFRAD/demobilization and is coming back on Active Duty as a “nonmobilized” Soldier**)
- All DD Forms 214 since 11 Sep 01 (DD Forms 214 for Mobilization ONLY)
- All past individual mobilization orders on Title 10 (12302 or 12301 (d) since 11 Sep 01
- Letter of endorsement from losing commander or command sergeant major
- Personnel Roster (Format as in the attached spreadsheet)
- TAG Release Letter (For ARNG Soldiers)
- RRC Release Letter (For USAR Soldiers)
- Gaining Brigade (COL-O6) Justification Letter validation based on unit requirements
- Medical Screening Certificate (DA Form 7349)
- HIV Test Verification. Negative test within two years of tour start date. (DA Form 7425, DA Form 5668, DD Form 2808, or Medical Operational Data System [MODS] report).
- Completed mobilization calculation worksheet

(Note 2: Enlisted Soldier’s ETS date must be a minimum of 45 days prior the end of the COTTAD orders or they must reenlist or extend prior to the packet being submitted.) Retirees are not authorized to participate in the OWT program.

Packet Submission

Divisions (East and West) are the quality control elements and must ensure packets meet all requirements. The Divisions will submit completed packets to Headquarters, First Army as follows:

- Label packets “**OWT/OCT**”
- Electronically scan
- Email to HQ, First Army G-5 Mobilization Branch at owt@first.army.mil.

Ensure applications and packets are complete IAW with the information above and 1A Point Paper for Mobilization Actions, as well as legible. Incomplete and illegible packets will be returned without action.

Interviews

An initial screening interview will be conducted by the appropriate brigade commander or his representative. All applicants will be screened to ensure they meet basic qualifications and for competence and whole person suitability. **The challenge is to articulate the appropriate accession quality control measures while ensuring the training abilities of the volunteer.**

The OC/Ts will be evaluated to determine their skill level and their ability to coach, mentor and train in a positive manner before gaining formal acceptance into OWT program. The final interview will be conducted by the local Brigade Commander and the Command Sergeant Major who will ensure the OC/T applicant clearly understands the following conditions:

- Tours are funded by COTTAD and are unaccompanied.
- Full time attendance at Army schools (except OES and NCOES schools) are not authorized during the OWT tours; OES and NCOES schools and correspondence will be authorized provided it does not preclude OWT mission requirements.
- PCS moves are not authorized.
- In and around mileage is not authorized.
- Temporary Change of Station (TCS) to a different location is possible depending on the needs of the Army. However, TCS to a different duty station based solely on a Soldier's request is not authorized.
- Unacceptable performance may necessitate early REFRAD from COTTAD orders as determined by the brigade commander.
- Travel to home state maybe authorized based on the needs of the brigade Commander and the requirements of the parent unit. First Army brigades may authorize OWT Soldiers who are key leaders (e.g., Company CDRS/1SG, PSGS, BN Primary Staff, and other similar duty positions) to travel to their parent unit for the purpose of assisting unit personnel during critical IDT/AT events that will benefit units. These OWT Soldiers /Leaders traveling to IDT will be in a permissive TDY status, at no cost to First Army, other than ground transportation assets within permissible operating distance (POD), ordinarily not more than 100 miles (Para 2-2e, AR 58-1, Management, Acquisition and Use of Motor Vehicles, 10 August 2004). The OWT Soldier will not draw RC entitlements, e.g., Pay for drill while in Title 10 OWT Status. The OWT Soldier who desires to be present at their parent unit Annual Training will do so in an OC/T status if First Army deems there is a justified need for individuals to support units for Training Readiness Oversight (TR&O).

Selection

Final selection into the program, regardless of duty location, is decided by the training support brigade commander and/or command sergeant major. The OWT tours are funded by COTTAD and are unaccompanied. Mobilized Soldiers selected for OWT receive the standard pay and allowances that are granted throughout the Army with the exception of per diem. Soldiers selected for OWT who are living at home are authorized to receive base pay and basic housing allowance (BAH) that is based on their duty station. Soldiers selected for OWT who are serving under Temporary Change of Station (TCS) orders are authorized to receive base pay, BAH (based on home of record), family separation and per diem. Installations will primarily provide “on post” quarters thru the Soldier’s respective brigade. If quarters are unavailable Soldiers must obtain a Statement of Non-availability from the housing office for contracted housing. The OWT Soldiers will be treated the same as organic brigade Mobilized Soldiers.

Soldiers will remain assigned to the ARNG or USAR in their current paragraph and line number and will be attached to the appropriate brigade; duty location should be one of the primary mobilization stations in Annex C. Promotions are managed within the ARNG or USAR systems. Soldiers with less than 365 days remaining in service before reaching a Mandatory Removal Date (MRD) will not be eligible for or granted extensions to support OWT participation. Unit stop loss is not in effect for participation in the program. Reenlistment bonuses are not affected and Family Separation Pay applies.

When possible, Soldiers may be selected and assigned to a duty station close to their home and families. Soldiers will report upon completion of RSRP as directed to the designated Force Generation Platform (FGP), and begin required certification training for preparation of mission execution in TCS or TDY status. Soldiers can expect their Individual COTTAD Orders within 30 days of packet receipt. Soldiers who do not receive orders should contact their chain of command immediately.

Length of Tours

The OWT OC/T COTTAD tours are typically one year; with the possibility of extending up to 365 days (for a max of two years) with approval from the gaining commander and an additional Letter of Release from the TAG/RRC Cdr.

Also, tours are unaccompanied status and actual duty stations are based on the needs of the Army, pursuant to mission analysis, in relation to mobilization work loads, as conducted by the brigade.

SUBJECT: Volunteer/ 30 Day Waiver Statement

DATE:_____

NAME: _____

SSN:_____

INITIAL THE BOXES BELOW THAT APPLY

	I, the undersigned, volunteer to be mobilized for a period of _____ days in support of the Global War on Terrorism (GWOT).
	I, the undersigned, volunteer to be re-mobilized for a period of _____ days in support of the Global War on Terrorism (GWOT).
	I, the undersigned, volunteer to be extended on my current mission for a period of _____ days.
	I, the undersigned, volunteer for CONUS COTTAD tour of _____ days.
	I, the undersigned, volunteer for OCONUS COTTAD tour of _____ days.
	I, the undersigned, volunteer to be remissioned.
	I hereby waive the normal 30-day notification period for activation, and certify that mobilization within the 30-day window will not cause me any undue personal, employment, or financial hardship.

NOTE: If mobilization date is less than 30 days from date of request, Soldier must initial the 30-day waiver statement box.

I can be reached at telephone No._____,or email address_____.

Signature

INTENTIONALLY LEFT BLANK

MEMORANDUM THRU Commander, First United States Army, G-5, Plans Division, 4705
Wheeler Drive, Forest Park, GA 30297-5000

FOR Commander, FORSCOM, G-3, 1777 Hardee Avenue SW, East Point, GA 30330-
1069

SUBJECT: Request REFRAD date of 31 October 2006.

1. Request Refrad orders with a 31 October 2006 end date on the following Soldiers.
These Soldiers have been selected for the OWT program and will receive COTTAD
orders with a start date of 01 November 2006.

NAMES

SSG
SGT
SGT

SSN

2. Point of contact is Major B or, Operations/Mobilization Officer, CML.
2020, DSN 280-2020 or e-mail: r@usar.army.mil

[illegible]

UNIT LETTERHEAD

AFKA-OPP

27 May 2004

MEMORANDUM THRU Commander, First United States Army, G-3, Mobilization Division, 4705 North Wheeler Drive, Forest Park, GA 30297

FOR Commander, FORSCOM, G-3, 1777 Hardee Ave, SW Fort McPherson, GA 30330-1069

SUBJECT: **Request for COTTAD OWT**

1. Specific unit reference data is provided as follows:

Parent UIC: Soldier's current unit

AName: Soldier's current Unit name

COMPO: 3 or 2 (Do Not combine Soldiers of different COMPOs)

Home Station: Birmingham, AL

MOBSTA: Fort Stewart

Duty Location: (MOB Station where Soldier will be working)

No. of PAX: 11

Start Date: 1 Nov 04

Duration: 365 days (365 days is the max that you can request for a new MOB.)

2. Justification: BLUF. Submit a detailed justification explaining the unit's specific requirements. BE SPECIFIC! Explain what the impact is to the mission if request is disapproved. (Limit your request to 2 pages max.)

3. Individual Soldier volunteer statement is enclosed.

4. Point of contact is MAJ Jim Bob, Deputy Chief of Staff at DSN 797-5896, cml 404-469-5896, or email: Status updates will be Emailed to this POC so include a working email address.

AUDIE R. MURPHY
COL, IN
Commanding

UNIT LETTERHEAD

AFKA-OPP

27 May 2004

MEMORANDUM THRU Commander, First Army, Division West , XXXX Division Row
DR, FT Carson, CO XXXXX

MEMORANDUM THRU Commander, First United States Army, G-3, Mobilization
Division, 4705 North Wheeler Drive, Forest Park, GA 30297

FOR Commander, First United States Army, G-3, Mobilization
Division, 4705 North Wheeler Drive, Forest Park, GA 30297

SUBJECT: Request for Exception to MOI for Operation Warrior Trainer (OWT)

1. (Brigade HQs) requests exception to OWT MOI for (rank, name) who recently began OWT service to work in (position for whatever purpose).
2. Strong justification on why OWT Soldier should work in a position other than the authorized purpose of OC/T, OPFOR or COB.
3. POC: XXXXXX

BDE CDR
Signature BLK

ANNEX F

POST DEPLOYMENT TRAINING

The BRIGADE Commanders must ensure that all Soldiers returning from theater/area of operations (AOR) in support of contingency operations as units or as individuals are provided an opportunity for personal reconstitution, family reunion/reintegration, and reestablishment of personal readiness. Commanders must track task completion for their Soldiers. BRIGADE Commanders must also monitor Soldiers Post Traumatic Stress Disorder (PTSD). [See section 10-12 of the Department of the Army Personnel Policy Guidance \(PPG\) for more details.](#)

ANNEX G

OWT PERSONNEL GUIDANCE

LEAVE AND PASSES:

1. References:

- a. AR 600-8-10, Leave and Passes
- b. Personnel Policy Guidance, Chapter 3 (Orders)

2. Purpose. The OWT program must effectively transition Soldiers returning from theater without allowing them to REFRAD, where possible. The BRIGADE Commanders are strongly encouraged to approve passes or leave IAW with AR 600-8-10, paragraph 5-27. Approval is especially desired to allow Soldiers returning from an overseas combat tour an opportunity to decompress and visit with family members prior to starting OWT tours. The OWT Soldiers must be given the opportunity to expend accrued leave prior to the end of their current orders.

3. Applicability. Applicants for OWT candidacy.

4. General. Soldiers who elect not to take leave will be transferred to the local brigade at the demobilization station or the COTTAD duty location after his OWT packet has been completed and is expected to be approved, for participation in the OWT program to be familiarized with OWT duties and responsibilities. Soldiers who elect not to take leave and whose mobilization or OCONUS COTTAD orders expire prior to the approval of their OWT COTTAD must REFRAD IAW PPG Chapter 3, Para 3-3(b) & Chapter 10-5, Para 10-5 (b). Soldiers who must REFRAD due to mobilization or OCONUS COTTAD orders expiring will report for duty as specified in the subsequently approved OWT COTTAD order as outline in ANNEX E.

PROMOTIONS

1. References:

- a. AR 135-155, USAR Officer Promotions
- b. AR 140-158, USAR Enlisted Promotions

2. Purpose. Participation in the OWT program will not have an impact on promotion potential and promotions will be processed IAW AR 135-155 (OFF), AR 140-158 (ENL) and the HQDA PPG.

3. The Soldiers' parent unit will maintain promotion authority and continue to promote soldier as if they were still at home station.

4. Parent units will promote and prepare soldiers for re-deployment, REFRAD and re-incorporate into assigned units upon completion of their OWT mission.

EVALUATIONS

1. References:

- a. AR 623-205, Officer Evaluations
- b. AR 623-105, Enlisted Evaluations

2. Purpose. To place the Soldier into the rating scheme supported by the Brigade where the Soldier is assigned IAW AR 623-205 (OFF), AR 623-105 (ENL), and HQ, First Army Policy. Evaluations will be processed through each Brigade's normal channels.

REFRAD PROCEDURES

1. Reference. Personnel Policy Guidance, Para 10-5 (REFRADS)

2. Purpose. All requests for early REFRAD will be sent from the brigade through the MOBSTA to Headquarters First Army, DCS, G-1, 4705 North Wheeler Drive, Forest Park, GA 30297-5000. The point of contact for early REFRADs at HQ, First Army is Ms. Smith, (404) 469-3008, DSN 797-3008, or email: shenita.smith@first.army.mil. All requests will be sent IAW Para 10-5, Personnel Policy Guidance (PPG).

PARAGRAPH/LIN

- 1. OWT candidates will maintain assignment at their permanently assigned unit and DA will publish COTTAD orders attaching Soldiers to Brigades with duty at MOB Stations in Annex C.
- 2. Soldiers will maintain a paragraph and line numbered permanent position in their permanently assigned unit.
- 3. Commanders will ensure TAG, RRC or DRU approve or disapprove a Soldier's release for participation in the OWT program.

NCOES

- 1. LTG Honoré has directed that Soldiers assigned as part of the OWT program will be allowed to attend professional career enhancing schools, mission permitting.

OWT SPONSORSHIP PROGRAM:

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program
- b. AR 608-1, Army Community Service
- c. AR 600-20, Army Command Policy
- d. DA Form 5434
- e. DA Form 7274
- f. USARC Form 62-R

2. Purpose. To provide standardized guidance and uniformity to the goals of OWT Sponsorship Program.

3. Applicability. This policy applies to all Soldiers assigned to the OWT program.

4. General. Sponsorship acknowledges our veteran Soldiers are the key to the success of the OWT program and as such, it is a commander's program with command emphasis from the top down.

5. Responsibilities:

Selected OWT Soldiers will be formally welcomed to the gaining unit. Responsibilities for welcoming OWT Soldiers:

a. HQ, First Army:

(1) Appoint an individual to coordinate, manage and report the status of the sponsorship program using appropriate management controls.

(2) Establish sponsorship programs for all Soldiers.

(3) The DA Form 5424 will be used to transmit sponsorship requirements to the gaining commands. The departing Soldier will complete it during the initial reassignment interview following selection and acceptance of position.

(4) Ensure the program includes all Soldiers assigned as OWT.

b. Divisions (East and West):

(1) Gaining Unit Commanders:

- (a) Ensure that RC Soldiers receive, at a minimum, a welcome letter and are assigned a sponsor.
- (b) Will send a letter to the Soldier within 10 calendar days following unit receipt of DA Form 5434 designating a unit sponsor and including the sponsor's work address and telephone number where he can be reached.
- (c) Will furnish a copy to the unit's First Sergeant and the section leaders.
- (d) Ensure the program includes all Soldiers assigned as OWT.
- (e) Recognize and reward section leaders and sponsors for demonstrating outstanding sponsorship performance.
- (f) Select sponsors who can represent the gaining unit in a positive manner.
- (g) Provide sponsors adequate time away from assigned duties to perform sponsorship duties.

(Note: See also paragraphs 6, 7, and 8 below)

(2) Section leaders:

- (a) Establish a roster of assigned Soldiers to be used to appoint sponsors for newly assigned inbound OWT personnel.
- (b) Appoint a reactionary sponsor immediately if a designated sponsor is not already appointed upon the Soldier's arrival to the unit.
- (c) Provide the new arriving OWT Soldiers permanent sponsors.

(3) Sponsors:

- (a) Will send a welcome packet to include basic information on the unit, local geographical area, in-processing, unit training cycles and key dates

(Note: Accurate and current pre-arrival information on the installation and surrounding area will be provided through the Standard Installation Topic Exchange Service (SITES), welcome packets (update welcome packets quarterly), MWR web page and the installation homepage. Army Community Services (ACS) provides counseling, pre-move destination information and overseas orientation briefings. The ACS will provide training for sponsors and welcome packets upon coordination. The WEB sites for all installations are available and their use is encouraged (www.goacs.org).

- (b) Respond to information that was requested by the incoming personnel on their DA Form 5434 in the welcome letter.

(c) Encouraged, but not required, to include their home address and telephone number to facilitate contact.

(d) Coordinate with the Command Group so welcome letters from the Division Commander and CSM can be included with the welcome packets.

(e) Answer follow-up letters from incoming personnel within 10 working days after receipt of any correspondence.

(f) Provide copies of correspondence to the company PSNCO for filing and clearing suspenses.

(g) Ensure the Unit Family Readiness Liaison and Family Readiness Group Leaders are notified of all newly assigned personnel.

(h) Plan (when possible) to greet the incoming Soldier upon arrival. Specifics should be worked out between the sponsor and incoming Soldier.

(i) Orient the newly assigned personnel through the unit and local community. This general orientation should be in addition to the formal orientation briefing the new OWT Soldier receives during in processing. The goal is to provide timely outreach to the newly assigned personnel by ensuring newly arrived personnel attend an orientation within 30 days of arrival.

(j) Do **not** conduct the in-processing.

6. Selecting and Training Sponsors:

a. Sponsors represent the first impression to newly assigned personnel. Only those individuals who can represent the gaining unit in a positive manner should be selected as sponsors.

b. Sponsors will be appointed within 10 calendar days after the unit receives notification from HQ, First Army. Allowances will be made through the unit PSNCO when suspense cannot be met due to mission requirements or non-notification.

c. The unit commander will ensure that section OIC/NCOIC adequately train sponsors to perform the tasks related to sponsorship IAW AR 600-8-8 and HQ, First Army requirements. Since OCT duty is unaccompanied, there is no need to provide assistance to family members and the Soldier to adjust to the new community. The training will be posted on the training schedule IAW AR 608-8-8. Section leaders may request assistance from the Distance Learning Center and/or the unit's local Army Community Services (ACS).

d. The sponsor selected will be in a grade equal to or higher than the incoming Soldier, when practical.

e. In addition, the sponsor will be of the same gender, marital status, and career field or section assigned as the incoming Soldier, when feasible. The sponsor must be familiar with the unit mission and community.

f. The sponsor should not be the person who is being replaced by the incoming personnel or within 60 days of a change of unit/status (PCS).

g. Support services will be provided to families who are living separately from their military spouse due to mission requirements. Contact will be made to the identified family members to inform them about the services offered. The unit family readiness group can make monthly follow up contacts until the Soldier returns home.

7. Rules for Greeting a New Soldier:

a. Military only; government transportation (if required and available) will be used to pick up the Soldier when arriving at the airport or train station.

b. Sponsors will be given adequate time away from assigned duties to perform sponsorship duties.

c. The section leaders will provide the newly arriving personnel adequate time to complete their in processing.

8. Sponsor Feedback and Recognition:

Sponsors will receive feedback on their performance from their section OIC/NCOIC. Section leaders will make this part of the newly assigned orientation procedures. The sponsor should be recognized on the same basis as any other person performing their duties in an exemplary manner. The newly arrived Soldier must complete DA Form 7274, Sponsorship Program Survey after completing all in processing procedures outlined on the new member information checklist.

ANNEX H

SECURITY & INFORMATION MANAGEMENT PROCEDURES

G2

S2 Security Management Procedures.

Applicants must ensure that their Security Manager from their current unit verifies in Joint Personnel Adjudication System (JPAS).

1. Current security clearance eligibility.
2. Annotate in JPAS the date SF 312 signed.
3. Annotate in JPAS what level of access has been granted.

If the individual does not have a security clearance an investigation would have to be initiated and then the SF 86 reviewed for a determination if an interim clearance could be granted.

G6

S6 Information Management Procedures.

All requests for information management services are routed through the local Director of Information Management (DOIM) and follow local and higher headquarters policy and guidance.

ANNEX I

LOGISTICS

The following guidance is provided:

(1) Support Installations, will provide required logistics support to all Soldiers selected for OWT/(OC/T).

(2) MOBSTAs, ASGs, and Brigades will provide all Soldiers attached to Brigades the same level of “Quality of Life” support as organic Soldiers.

(3) All OWT/(OC/T) Soldiers will turn in their individual weapons to the owning unit during DEMOBILIZATION cycle.

(4) Soldiers will retain all individual equipment minus weapon to include uniforms, masks, LBE/OTV and RFI issue.

(5) All transportation requirements will be coordinated through the Support Installation DOL/ITO.

ANNEX J

MOBILIZATION STATION POINTS OF CONTACT

(AS OF: 6 December 2005)

POC at CP Atterbury is: MAJ Mike Grundman or SFC Teresa Corbin 1-812-526-1600 DSN: 569-2600/2601/2602/2603 Michael.Grundman@in.ngb.army.mil ; campatterburyeoc@in.ngb.army.mil
POC at CP Shelby is: Mobilization OPS CTR (MOC) or SFC Patrick or LTC Smith 1-601-558-2032 / 2530 / 2032 DSN:286 Mobilizationcentershelby@ms.ngb.army.mil
POC at APG is: (PRI) Mr. Butch Grzanka (ALT) MS. Connie Edwards 1-410-278-5225/4500 DSN: 298 STU III: 5260 butch.grzanka@usag.apg.army.mil ; connie.edwards@usag.apg.army.mil
POC at Ft Belvoir is: Mr. Perry or SFC Barrett 1-703-805-4001/ 5576 DSN: 655 Perryper@belvoir.army.mil ; Bryan.barrett@belvoir.army.mil
POC at Ft Benning is: George Johnson or Earl Brown 1-706-545-8546 DSN: 835 george.r.johnson1@benning.army.mil ; earl.r.brown@us.army.mil
POC at Ft Bragg is: Mike Visek or MAJ Nathan Nelson 1-910-396-3035/4419 DSN: 236 mike.visek@us.army.mil ; nathan.p.nelson@us.army.mil
POC at Ft Buchanan is: Mr Eliud Diaz or Mr Reynaldo Rodriguez or Operations Center 1-787-707-3756/3413/2001/2/3/4 DSN: 740 eliud.diaz1@buchanan.army.mil ; reynaldo.t.rodriguez@buchanan.army.mil ; iocdptm1@buchanan.army.mil
POC at Ft Campbell is: Mr. Paul Eaves or MSG Hines 1-502-270-7345 1-207-798-0320 DSN 635-0319 paul.eaves@campbell.army.mil ; kimberly.hines@campbell.army.mil
POC at Ft Dix is: John Laraway or Jim Thompson or Larry Sloan 1-609-562-2792/6453/4851 DSN: 562 john.laraway@dix.army.mil ; james.thompson@dix.army.mil ; lawrence.sloan@dix.army.mil
POC at Ft Drum is: Mr. James Garrett or MSG Cherie A. Tanner 1-315-772-9494/4447 DSN: 772 james.t.garrett@us.army.mil ; cherie.a.tanner@us.army.mil
POC at Ft Eustis is: MAJ Solander or Mr. Michael Back 1-757-878-5607/5078 DSN: 826 kevin.solander@eustis.army.mil ; michael.back@eustis.army.mil
POC at Ft Gordon is: Gordon EOC 1-706-791-1875 DSN: 780-9747/48 eocgordon@gordon.army.mil
POC at Ft Jackson is: COL Ronald Johnson or MAJ Ryan or 2LT Tonya Jones-Marshall 1-803-751-6951/6270/7500 ronald.johnson@jackson.army.mil ; tonya.jones-marshall@jackson.army.mil
POC at Ft Knox is: Rick Foster 1-502-624-5151 DSN: 464-2911 cary.foster@knox.army.mil
POC at Ft Lee is: Mrs. Snyder 1-804-734-7903 DSN: 687 snyderk@lee.army.mil
POC at MacDill AFB is: LTC Bonano 1-813-828-2816 DSN: 299

POC at Ft McPherson is: Mr. Juan Rodriguez or Mr. Howard Mullen 1-404-464-4440/3390 DSN: 367 juan.rodriguez@forscom.army.mil ; howard.mullen@forscom.army.mil
POC at Ft McCoy is: Ms. Barbara Olson or MAJ Vincent Barker 1-608-388-6489/6182 DSN: 280-2302/6182 barbara.olson@emh2.mccoy.army.mil ; vincent.barker@emh2.mccoy.army.mil ; mccoymuicops@emh2.mccoy.army.mil
POC at Ft Meade is: Mr. John Nance or the EOC 1-301-677-2925/7721 DSN: 923
POC at Ft. Rucker is: Mr. Gerald Colley or Mr. Cecil High 1-334-255-2510/9766 gerald.colley@rucker.army.mil ; highC@rucker.army.mil
POC at Scott AFB is: SGM Gail Nelson-George or LTC Robert Dietrich 1-618-229/7091/8200 DSN: 779 gail.nelson-george@ustranscom.mil or robert.dietrich@ustranscom.mil
POC at Ft Stewart is: Mr. Roy Lintz 1-912-767-7892 DSN: 870 roy.lintz@stewart.army.mil
POC at CP Roberts is: LTC POPPLER or LTC LOCHNER or SFC HALL 1-805-238-8800/8447 DSN: 949 KEVIN.HALL@CA.NGB.ARMY.MIL ; WILLIAM.POPPLER@CA.NGB.ARMY.MIL ; KEITH.LOCHNER@CA.NGB.ARMY.MIL
POC at Cp Parks is:
POC at Ft Bliss is: Mr. Doug Vogel or Mr. Jaymes W. Picott 1-915-568-1451/1798 DSN: 978 douglas.vogel@bliss.army.mil ; jaymes.picott@bliss.army.mil
POC at Ft Carson is: Ms. Pam Norris or LTC Russell 1-719-526-6040/3673 DSN: 691 pam.norris@carson.army.mil ; chounce.russell@carson.army.mil
POC at Gowan Field ID : LTC Oler Rick or LTC Price or CW2 Widman 1-208-422-4139 /4506/4136 RICK.OLER@ID.NGB.ARMY.MIL
POC at Ft Hood is: C. Ray Eary or Renaldo Williams 1-254-287-2095/7095 DSN: 737 ray.eary@hood.army.mil ; renaldo.williams@hood.army.mil
POC at Ft Huachuca is: Mr. Rick Perry or MS. Gail Kraus 1-520-533-6627/9904 DSN: 821 ric.perry@us.army.mil ; gail.kraus@us.army.mil
POC at Ft Irwin is: filj@irwin.army.mil
POC at Ft Leavenworth is:
POC at FLW is: Herb Hiatt, LTC Randy Roll, Jesse French FLWIOC 1-573-596-0639/0132/563-4045 herb.hiatt@us.army.mil randy.roll@us.army.mil jesse.french@us.army.mil flweoc@us.army.mil
POC at Ft Lewis is: Mr. Robert Wrubleski or Mr. Charles Hoffman 1-253- 967-0485/0625 DSN: 357 robert.wrubleski@lewis.army.mil ; charles.d.hoffman@lewis.army.mil ; eocops@lewis.army.mil ; eugene.lasch@lewis.army.mil ; salovaa.niusulu@lewis.army.mil
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As of 23 JAN 07

ANNEX K

DEFINITION OF TERMS & ACRONYMS

ACS	Army Community Services
ADSW	Active Duty Special Work
AFTB	Army Family Team Building
AOR	Area of Responsibility
ARNG	Army National Guard
AT	Annual Training
BAH	Basic Allowances for Housing
BASOPS	Base Operations Services
BCST	Battle Command Staff Training
CA	Combat Arms
COEAD	Contingency Operations Extended Tour of Active Duty
CO-TTAD	Contingency Operation – Temporary Tour of Active Duty
CS/CSS	Combat Service/Combat Service Support CS/CSS
C4/IT	Command, Control, Computers, Communications/Information Technology
DODAAC	Department Of Defense Activity Address Code
DUIC	Derivative Unit Identification Code
EN	Engineers
ETS	Expired Term of Service
EXORD	Execution Order
FOUO	For Official Use Only
FRL	Family Readiness Liaison
HQDA	Headquarters Department of the Army
IG	Inspector General
IMA	Individual Mobilization Augmentee
IR	Internal Review
MOI	Memorandum of Instruction
MP	Military Police
MUTA	Multiple Unit Training Assemblies
NCOIC	Non-Commissioned Officer in Charge
OC/T	Observer, Controller/Trainers
OIC	Officer in Charge
OWT	Operation Warrior Trainer
PCS	Permanent Change of Station
PPG	Personnel Policy Guidance
PPP	Power Projection Platform
PSNCO	Personnel Services Non- Commissioned Officer
RC	Reserve Component
REFRAD	Relief from Active Duty
RSRP	Reverse Soldier Readiness Processing
SITES	Standard Installation Topic Exchange Service
TAG	The Adjutant General
TCST	Temporary Change of Station
TDA	Table of Distribution Allowances
TDY	Temporary Duty
TPU	Troop Program Unit
BRIGADE	Training Support Brigades
TSD	Training Support Divisions
UIC	Unit Identification Code
USAR	United States Army Reserve
USARC	Army States Reserve Command

ANNEX L

FORMS

ALL FORMS ARE AVAILABLE VIA ON LINE AND MAY BE PRINTED FROM THE FOLLOWING WEBSITES:

1. http://www.army.mil/usapa/eforms/eforms_1.html
2. Go to Google and then type in the DD or DA Form number. It will take you to the site.

Or use the following Army software programs:

1. Form Flow
2. Jet Flow

ANNEX M

FREQUENTLY ASKED QUESTIONS

Q: How long are the COTTAD orders for and can a Soldier come off orders at a later date?

A: COTTAD tours will be for 179 to 365 days although tours are usually one year. Soldiers who request early termination of an OC/T position must have a valid reason that will be evaluated/approved by the unit commander. Other requests will be considered on a case-by-case basis. The Commander can REFRAD an OWT Soldier early based on conduct and duty performance. OWT Soldiers can also request for up to 365 extension; must be approved by gaining Commander and TAG.

Q: Will we still be eligible for promotions under our National Guard unit or will we fall under the active component for these promotions?

A: Participation in the OC/T program will not have an impact on promotion potential and promotions will be processed IAW the HQDA PPG.

Q: Will we still be obligated to make IDT drills at our National Guard Stations?

A: Soldiers may attend IDT duty and annual training with permission from the Brigade Commander at the MOB Station. However, OWT Soldiers will not file TDY claims for travel. Also OWT Soldiers are not authorized to be paid Title 32 funds by the State.

Q: Will there be a representative at the demobilization site to accept these applications?

A: The Installation Brigades (OWT Recruiters) will accept or complete OWT COTTAD packets.

Q: Will OWT recruitment include Inactive Ready Reserve (IRR) Soldiers who are redeploying from theater?

A: Yes. Since these Soldiers have been mobilized with ARNG/USAR units they are eligible for the OWT Program.

Q: Do you know the number that will be accepted?

A: The number will be determined by the mobilization load/ need of the Division/Brigade. Due to the MOBSTA mobilization load the number is going to fluctuate and will be different at each mobilization site and for each Division/Brigade.

Q: Are AGR Soldiers eligible?

A: AGR Soldiers (Title 10) are slotted into a unit's UIC PARA/LINE number so therefore are not eligible for the program. They can be OC/Ts only if assigned to the brigade unit conducting the training.

Q: Is this program only open to OIF/OEF Soldiers? Does KFOR fall in this program?

A: Soldiers must have verifiable combat experience in the IRAQ/AFGHAN theatre, Guantanamo Bay, or MFO within the last 180 days for at least 6 months or served as Detainee Operations guards at one of the Detainee Operation Centers. Personnel serving in Kuwait and KFOR will only be accepted on a case by case basis; those with skills that can be transferred for training units in support of OIF and OEF will be considered for OWT.

Q: Can Soldiers from units already demobilized apply for the OWT program?

A: Soldiers can still apply even after they demobilize (within 180 days of REFRAD date). ARNG Soldiers must get a release from their TAG and Army Reserve Soldiers must get a release from the RRC Commander. The release is required even if the ARNG Soldiers sign up before demobilization.

Q: Is the program open to SGMs?

A: The OWT program is open to Noncommissioned Officers in the rank of E-5 through E-8.

Q: What will my status be under the program - PCS, ADSW, etc?

A: Tours are funded by COTTAD and are unaccompanied. PCS moves are not authorized.

Q: Will the soldiers at the demobilization sites know which bases, for example FT Jackson, have openings before applying?

A: All Brigade OWT recruiters have direct liaison with each other across First Army's AOR which allows them to identify, track and fill OC/T vacancies based on brigade Brigade reports.

Q: Is there any chance of a delayed participation, after a few months to recharge the batteries?

A: Brigade Commanders are strongly encouraged to approve passes or leaves in accordance with AR 600-8-10, paragraph 5-27. Approval is especially desired to allow Soldiers returning from overseas combat tours an opportunity to decompress and visit with family members prior to starting OC/T tours. Augmented OC/Ts must be given the opportunity to expend accrued leave prior to the end of their current orders.

Q: Are COTTAD applicants allowed to apply?

A: Yes, they can apply; however, their packet may be different based on their current status.

Q: If Soldiers remain slotted in their unit while on this assignment, and if the unit maintains that slot for them, can they fill the position until they return?

A: Yes, units can double slot.

Q: How much time would be spent TDY?

A: TDY to a different location is possible depending on the needs of the Army. A lot of this will depend on what mobilization sites the brigade's support.

Q: Can we turn the packets in prior to demobilization to expedite the process?

A: All Soldiers must complete Reverse Soldier Readiness Processing (RSRP), prior to packet submission.

Q: What is the geographic location for the training? Is it CONUS, Europe, OCONUS?

A: Training missions are CONUS only and for positions as Observer Controller/Trainer (OC/T), Opposing Forces (OPFOR), and Civilians on the Battlefield (COB). OWTs are authorized at FT Bliss, Bragg, Dix, Hood, Lewis, McCoy, Riley, Sill, CP Atterbury, and Shelby.

Q: Would we also be qualified to receive the AIP stateside?

A: No, AIP only applies in the OCONUS theater.

Q: Who do I need to contact in reference to this at the demobilization site?

A: Brigade OWT Recruiters will brief the OWT program at Mobilization and Demobilization Stations during SRP for MOBing units and RSRP for demobing units. Soldiers can also learn about this information while in theater from First Army LNOs; as well as by browsing the OWT links on the First Army web site at www.first.army.mil and on the First Army portal.

Q: Will there be a time when LTCs may have a chance at any of the positions?

A: At this point there is no plan to expand the OWT program. The original intent is to retain "Volunteer" redeployed Reserve Component (RC) noncommissioned officers (NCOs) (E-6 to E-8), lieutenants (LTs), captains (CPTs), and majors (MAJs) on active duty for assignment as OC/Ts. We will consider E5s who are top-notch performers on a case-by-case basis.

Q: What is the timeline for a Soldier to expect to know if accepted into the program?

A: Soldiers can expect their Individual COTTAD Orders within 45 days of the time First Army enters the packet into the DA Mobilization Processing System (DAMPS).

Q: Who owns the Soldiers while the application is being processed?

A. Brigade and the Mobilization station own them.

Q: Who generates the orders assigning the Soldiers to the Division/Brigade ?

A. COTTAD orders will be generated by HRC-A. TCS orders are generated by the mobilization station. TDY orders will be generated by the Division/Brigade; same as organic Division/Brigade Soldiers.

Q: Where will the Soldiers be housed?

A: It is the responsibility of brigades to coordinate billets, meals and transportation for OC/Ts at the new site. As a result, billeting will vary from location to location.

Q: Can I take all or part of my leave prior to reporting to the program?

A: Augmented OC/Ts must be given the opportunity to expend accrued leave prior to the end of their current orders.

Q: Can TPU Soldiers participate in the OC/T program and are they obligated to attend weekend drills?

A: The TPU Soldiers who meet the qualification criteria may participate and if selected for COTTAD duty should not, but may at their own expense attend IDTs if mission permits and the Commander approves. The COTTAD duty Soldiers will receive one point for each day they are on active duty, but will not receive Title 32 pay. The OWT Soldiers who are critical leaders are authorized to attend Annual Training (AT) as OC/Ts if there is a justified need for individuals to support units for Training Readiness Oversight (TR&O).

Q: Can a Soldier who has returned from theater, was entered into Medical Hold status for 180 days, but has not REFRAD still apply for OWT?

A: No. Soldiers who are back from theater longer than 180 days are not eligible for the OWT program. Exceptions can be granted on a case-by-case basis, based upon skills and duties.

Q: Can a Soldier who has returned from theater and is still on mobilization status but working within CONUS for longer than 180 days still apply for the OWT program?

A: No. The OWT program was designed to capture the skills and experience of those returning from theater while it is still fresh in the minds of Soldiers. Therefore those Soldiers who have been back in CONUS longer than 180 days, both in Med Hold and CONUS Based Support statuses are not eligible for the program.